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Minutes

Faculty Senate

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Faculty Senate

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## **FACULTY SENATE MINUTES FOR APRIL 2, 2002 (Vol. XXXI, No. 23)**

. The Faculty Senate agenda is posted weekly on the Web, at 1162 Life Science Building, and at 4440 Booth Library.

### **I. Call to order by Bud Fischer (Room 4440, Booth Library)**

**Present:** R. Benedict, J. Best, D. Brandt, G. Canivez, D. Carpenter, D. Carwell, L. Clay Mendez, J. Dilworth, R. Fischer, M. Monippallil, J. Pommier, S. Scher, J. Tidwell, B. Young, A. Zahlan.

**Absent:: Guests:** J. Fetty, W. Weber, J. Laible, P. Stratton, J. Cooley, W. Davidson.

### **II. Approval of the minutes of March 19, 2002.**

#### **Motion (Tidwell/Scher) to approve the minutes of March 19, 2002.**

**Corrections:** Scher: IV. A. 2. line 2. Jerry Eisenhower was elected to serve on the Council of Faculty Research, not the Summer Grants Committee. IV. A. 3. line 1. Senator Benedict presented the list of candidates for Faculty Senate elections, not Senator Canivez. IV. A. 3. line 4. Shane Miller is from Speech Communication, not History.

**Yes:** Benedict, Best, Carpenter, Carwell, Clay Mendez, Dilworth, Fischer, Monippallil, Scher, Tidwell.

**Abstain:** Brandt, Zahlan. **Passed.**

### **III. Communications**

- A. Memo from Jeff Cooley requesting names of faculty members willing to serve on the search committee for the Assistant Vice President for Information Technologies Services.
- B. Emails from Phil Age, Doug Brandt, and James Ray Watkins volunteering to serve on the search committee for the Assistant Vice President for Information Technologies Services.
- C. Email from Blair Lord requesting two names of Faculty Senate members willing to serve on the Achievement and Contributions Awards Selection Committee.
- D. Email from President Hencken requesting comments on the proposed 2003-2004 calendars by April 22nd.
- E. Email from Kristen Woods regarding Pride Week.
- F. Email from Anu Sharma informing us the Parking Advisory Committee has met three times this semester. They will be conducting a survey of faculty and staff regarding assigned parking spaces.
- G. Bill Weber distributed copies of the Housing and Dining Services brochure.
- H. Bill Weber made a report on the status of searches. The Provost continues to work on the COS and LCBAS Dean searches. He is about to announce one of the appointments. The AVPAA for Technology and Dean of CEPS searches are continuing.

### **IV. New Business**

**A. Jon Laible - EIU Foundation:** The EIU Foundation is a 501c3 charitable corporation separate from the University. Its mission is not fund raising. Fund raising is the responsibility of the Development Office under the VPER. The purpose of the Foundation is to hold and invest assets donated to benefit students and programs at EIU. The earnings are distributed as directed by donors. We are absolutely committed to following donor's intent.

The total current assets of the Foundation are \$36.5 M. Small cash gifts, food, or tangible property are often given directly to departments. Large cash gifts that can't be spent in the current fiscal year and non-cash gifts such as annuities are held by the Foundation. Hammond Associates is the Foundation's investment advisor and Brainard Law Offices provides legal services for the Foundation. I serve as Executive Officer, Patti Stratton serves as Assistant Executive Officer, and Steve Falk is a professional consultant to the Foundation. The Foundation has a nine member Board of Directors: Jack Schultz (President), Shirley Moore (Vice President), Dick Cain (Secretary), Susie Preston (Treasurer), Rudy Hlavek, J.W. Oglesby, Alice Shawver, Sue McKenna, and Harry Crisp.

The endowment is \$20.5 M. Last year, \$0.5 M was in scholarships was awarded. We pay 4.25%. We take 0.75% to cover salaries and fees. Our investment expenses are 0.88%. We aim at 9% return so we can outgrow inflation. Last year, the endowment lost 3.8%. This year the endowment is down 2.2% through the end of February. The annualized return over the last three years is 7.1%. Scholarship pay outs are not down because they are based on average value of endowment over last 12 quarters. The current portfolio is 55% US large cap stocks, 10% international large/mid cap stocks, and 35% US fixed income.

The Neal Welcome Center should be completed sometime this summer. One office and two meeting rooms will be set aside for Foundation use. The remainder of the building will be for University use. There will be offices for the Development Office, the Admissions Office, and a large meeting room for student orientation and other uses. We use expression "The Welcome Center is made possible through the

generosity of Burnham Neal, his wife and sister." We have a loan for the land and building that will be paid off when the Neals' trusts mature. In the meantime, we pay the interest on the loan. We are asking for contributions to upkeep the Center. We are careful not to compete with the University. We coordinate with the VPER to make sure prospective major contributors do not get asked twice.

Carpenter: Will the University be paying rent for the space they use in the Welcome Center? J. Laible: No. Benedict: Why was the location chosen? J. Laible: Most people arrive from the West. The price of land increases as you get closer to campus. It will be the first thing you see when you arrive. Benedict: What was the cost? J. Laible: About \$2 M, including land and building. Fischer: Why did grant money to the University drop from \$1 M to about \$600 K this year? J. Laible: That is just money that goes through us on the way to somebody else. Scher: Do you solicit funds or just wait for money to come along? J. Laible: The Development Office is the fundraiser. They raise funds that come to us that we invest. The State cannot touch funds held by the Foundation. Scher: Are there University representatives on the Foundation? J. Laible: There are ex-officio non-voting members on the board. Scher: What if someone wants to give an annuity for the "betterment of EIU"? Who decides where the money goes? J. Laible: That rarely happens. Most people have specific goals. 97% of the donations are specific. On those rare occasions that are not specific, we do the best we can. Carwell: How is the board elected? J. Laible: The 150 members of the Foundation elect the Board of Directors. The Board of Directors elects the officers. Best: All of the names you have mentioned are recognizable as individuals who have a history of support for EIU. Zahlan: Is membership fixed at 150? J. Laible: No. The membership was 100 a few years ago. We would like to see it grow to 200. Zahlan: How could we raise money to support faculty development? J. Laible: You cultivate friends and serve them. When it becomes time, you can ask them. Carpenter: What will you do with Brainard House? J. Laible: It is being sold to the Alumni Association for the assessed value. Pommier: How was Hammond Associates selected? J. Laible: We selected them from a pool of twelve prospective investment firms. We pay cash for services rendered. W. Davidson: How much money was appropriated to the University? J. Laible: \$0.5 M for scholarships and \$65 K to faculty by the Redden Fund. Scher: Is it necessary for all the money to be invested in one firm? J. Laible: No. Scher: Who decides? J. Laible: The Board of Directors decides how the money will be invested. Hammond warns us when we are going astray.

**B. Jeff Cooley - VPBA:** Chair Fischer handed out copies of the proposed organization of Business Affairs. Vice President Cooley briefly explained the proposed reorganization of reporting lines in business affairs. Carpenter: You're expanding financial services? J. Cooley: No, its just reorganization. Carpenter: How does this help? J. Cooley: An example of where this helps is with non-resident withholding. We now have to go between several offices to deal with the problem. Carpenter: Why are we hiring replacements for these vacant positions when financial services is working fine as is? J. Cooley: We need help. We are being worn down. Carpenter: It doesn't square with my priorities. We have a hiring freeze on faculty. Carwell: I agree with David. We have needs. Tidwell: You are looking at filling the Treasurer, ITS, and Assistant Vice President positions? J. Cooley: Yes. Monippallil: Looking at Administrative Services, there are only three reporting areas. Why do you need a position with so few reports? J. Cooley: Eventually, Telecom Services will report there also. These are the services not related to money. The key thing we are trying to get from this is desktop delivery from the print center. Dilworth: The University doesn't function with vacant positions in the classroom or in administration. Zahlan: What is the new administrative software? J. Cooley: Chronos is an automatic time keeping software package. There will also be a new student information system. Zahlan: Why will benefits be split from payroll? J. Cooley: In my mind, benefits is human resources and payroll is a financial service. Benedict: The whole purpose of this is to streamline and provide better customer service. J. Cooley: Yes. There are too many direct reports to me in the current structure. Pommier: Faculty positions need to be filled, we need to support it. Faculty need to see why. It's clear you've thought it through. Carwell: It's a matter of filling empty faculty slots versus filling empty administrative slots. J. Cooley: It is an institutional decision, but if these vacancies aren't filled, service will suffer. Clay Mendez: I am appreciative of the services you provide. W. Weber: Are some of these positions funded from local accounts? J. Cooley: Some are. Tidwell: Who are the representatives on the ITS Search Committee? J. Cooley: Jill Nilsen is the chair. The other members are Betty Armstrong, Phil Age, Bob Augustine, Larry Cannon, Clay Hopkins, Brian Murphy, Stacia Kuhn, someone from the Civil Rights Office, and Linda Moore. The search is going as we meet. This is a key position.

## **V. Old Business**

### **A. Committees**

**1. Executive Committee:** Fischer: Executive Committee met with VPAA Jeff Cooley about what you've just heard about.

**2. Nominations:** Canivez: I am receiving lots of email from interested people.

**The list of openings for Faculty Senate Appointments to University Boards and Councils is attached to the minutes. Any faculty member interested in serving in any of these positions should contact Gary Canivez (cfiglc@eiu.edu) by April 18th.**

**3. Elections:** Senator Benedict distributed the results from the Faculty Senate elections.

**Motion (Carwell/Dilworth) to accept the results as presented.**

**Yes:** Benedict, Best, Brandt, Canivez, Carwell, Clay Mendez, Dilworth, Fischer, Monippallil, Pommier, Scher, Tidwell, Young, Zahlan. **Passed.**

**The winning candidates of the faculty Senate Elections are:**

**Faculty Senate:** Reed Benedict, David Carpenter, Onaiwu W. Ogbomo, Mori Toosi, Jean Wolski

**Council on Academic Affairs:** Pat Fewell, Andrew Methven, James Tidwell

**Council on Graduate Studies:**

**College of Arts and Humanities:** Shane Miller

**College of Education and Professional Studies:** Linda Morford, Mary Ellen Varble

**College of Sciences:** Britto Nathan (tied with Tim Mason, but decided by coin toss)

**Council on Teacher Education:**

**College of Sciences:** Kathy Bower

**Lumpkin College of Business and Applied Sciences:** Phil Age

**College of Education and Professional Studies:** Barbara O'Donell

**Council on University Planning and Budget:**

**College of Sciences:** Steve Daniels

**College of Education and Professional Studies:** Rose Gong

**Admissions Appeal Review Committee:**

**College of Science:** Minh Q. Dao

**Lumpkin College of Business and Applied Sciences:** William C. Minnis

**Enrollment Management Advisory Committee:**

**College of Sciences:** Keith Wilson

**College of Education and Professional Studies:** Scott AGM Crawford

**Academic Program Elimination Review Committee**

**College of Sciences:** Steve Roper

**College of Arts and Humanities:** Peter Voelz

**Sanctions and Termination Hearing Committee:**

**College of Education and Professional Studies:** Judy Barbour

**University Personnel Committee:**

**College of Arts and Humanities:** Bonnie Irwin

**College of Education and Professional Studies:** Marilyn Lisowski

**4. Student-Faculty Relations:** Benedict: No report.

**5. Faculty-Staff Relations:** Young: No report.

**6. Search Committees:**

**a. University President Search Committee:** Fischer: The new president will be decided at an April 14th board meeting and announced on April 29th.

**b. AVPAA for Technology:** Senator Tidwell handed out a list of candidate information and interview schedules. Tidwell: Comments on the candidates will be due at noon on April 25th. The committee meets with the Provost on April 26th to make recommendations. Clay Mendez: Was a Ph.D. required? Tidwell: No.

**7. Distinguished Faculty Award Committee:** Dilworth: The deadline for nomination has

passed. There is a small competitive pool. The committee will meet on April 8th.

**B. International Tea:** Fischer: We will sponsor the International Tea on April 25th from 2-4 p.m. in the Grand Ballroom.

**C. State of the University Address:** Fischer: State of the University address will be next week at 3 p.m. in the University Ballroom. We will meet at 2:00 p.m and walk over at 3:00 p.m.

**D. Retirement Reception:** Fischer: Retirement reception will be April 16, from 4-6 p.m. in Tarble Arts Center.

**E. Faculty Development:** Fischer: The approved recommendations were omitted from the minutes last week and will be included this week. (Recorder's note: It was my error in omitting the approved recommendations last week. DB.) The Provost will establish the steering committee recommended. We need to ask for volunteers to serve on the Faculty Development Steering Committee: two representatives from each college and one from the library. Scher: We should talk to Jill Nilsen to start looking for potential donors. Fischer: We should let the Steering Committee decide what to do.

<b>Faculty members interested in serving on the Faculty Development Steering Committee should contact Bud Fischer by email (<a href="mailto:cfruf@eiu.edu">cfruf@eiu.edu</a>).</b>
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#### **The meeting returned to New Business**

**C. Other:** Fischer: Gary Aylesworth wants to come and talk to us about enrollment management. A statement in the catalog "others may be accepted" is a concern. Jaime Fetty is leaving us and will be replaced. Scher: I think Jaime should be commended for the job she has done. Clay Mendez: Senator Benedict should be commended for the job he has done on elections. Fischer: Start thinking about who will be chair next year.

#### **VI. Adjourn: Benedict/Scher 3:43 p.m.**

Respectfully submitted,

Douglas Brandt, Recorder

# Faculty Senate Appointments to University Boards and Councils

## 2002-2003 Position Openings

### **Campus Recreation Board (3-yr. Term)**

One Position

### **Council for Faculty Research (3-yr. Term)**

One Position—Theoretical Research

One Position—Business/Economics

### **Environmental Health & Safety Committee (No Set Term)**

One Position

### **Financial Aid/Grants Committee (3-yr. Term)**

Three Positions (one as alternate for first year)

### **Health Services Advisory Board (3-yr. Term)**

One Position

### **Intercollegiate Athletic Board (3-yr. Term)**

Two Positions (First Year as Alternate)

### **Judicial Board (2-yr. Term)**

Six Positions

### **Library Advisory Board (3-yr. Term)**

One Position—Bus/App. Sciences (First Year as Alternate)

One Position—Sciences (First Year as Alternate)

One Position—Arts/Humanities (First Year as Alternate)

One Position—College of Education/Professional Studies (First Year as Alternate)

### **Parking Advisory Committee (1-yr. Term)**

Three Positions

### **Parking Appeals Committee (1-yr. Term)**

One Position

### **Publications Board (3-yr. Term)**

One Position

### **Textbook Rental Advisory Committee (2-yr. Term)**

One Position

### **Tuition and Fees Review Committee (1-yr. Term)**

One Position

**Senate Resolution on Faculty Development**  
**Approved unanimously March 19, 2002**

Recognizing the need for organized faculty development at Eastern and taking into consideration the wishes of the faculty as expressed by those taking part in the Spring 2002 Faculty Forum, the Faculty Senate recommends:

- I. That an appropriate location on campus be designated and appropriately furnished to facilitate intellectual and social interaction among faculty members from all colleges;
- II. That a Faculty Development Office be established within Academic Affairs to fulfill the following functions:
  - A. To offer faculty development opportunities and resources in teaching, research/creative activity, and service;
  - B. To initiate and sponsor faculty development activities, and
  - C. To coordinate and publicize all faculty development activities across campus.
- III. That the Faculty Development Office and its activities be funded as follows:
  - A. The Faculty Development Office should have a base operating budget;
  - B. The Faculty Development Office should actively seek external funding to support and expand programs and resources:
    1. The Office should work to secure funding from grants agencies;
    2. The Office should work with External Relations staff and the Foundation to identify potential donors to endow such things as series, grants, and a Faculty Development Center.
- IV. That a Council on Faculty Development, consisting of faculty members representative of and elected by their peers, be established to:
  - A. Advise the Office of Faculty Development on programming;
  - B. Review and evaluate proposals for grants and awards.

In order to implement these recommendations and to recommend an appropriate administrative structure for faculty development at EIU, the Faculty Senate further recommends that the Provost establish an *ad hoc* Steering Committee consisting of twelve voting members:

1. Eight faculty members, two from each of the four academic colleges (to be selected by the Faculty Senate from among volunteers and nominees who agree to serve);
2. One member of the Library faculty (to be selected by the Faculty Senate from among volunteers and nominees who agree to serve);
3. One member appointed by and representing the Dean's Council;
4. One member appointed by and representing the Council of Chairs;
5. One member appointed by and representing the Provost.

Furthermore, the Faculty Senate recommends that, as an interim measure, the Provost appoint an individual to fill the existing 0.5 FTE Faculty-Development Coordinator position. This interim Coordinator would:

1. Ensure the functioning of existing faculty-development programs;
2. Create and maintain a web site to disseminate information about faculty development;
3. Work to secure funding for additional faculty development activities.